

GREEN RIVER REGIONAL COOPERATIVE

Consultation Request Instructions

When requesting a consultation from Green River Regional Cooperative, please follow these instructions:

1. Discuss the consultation with the Director of Special Education and receive approval before proceeding.
2. Complete the *Consultation Checklist*.
3. Complete the *Consultation Form*. It is important to complete this form accurately. Avoid leaving any blank spaces. If there has not been a recent hearing or vision screening, please complete both prior to submitting.

If the student has autism, the *Autism Problem-Solving Form* should be completed.

The functional hearing and vision questions are only needed for those students that are unable to follow directions for traditional hearing/vision screenings. (e.g. communication issues)

4. Ask the parents to complete or assist the parents in completing the *Family Background Information* form.
5. Submit a signed *Consent to Consult Form* making sure that the appropriate check boxes have been selected.
6. Please attach the most current IEP, as well as previous testing or medical records, if possible.
7. When all forms have been completed, they should be submitted with the *Consultation Checklist*, to the Director of Special Education. The Director will review the referral ensuring that everything is complete, sign the *Consultation Form* and mail to **GRREC, 230 Technology Way, Bowling Green, Kentucky 42101. (Phone #: 270.563.2113 Fax#: 270.563.2208)**

The consultation will be scheduled after all required information has been received by GRREC. Failure to submit a referral in its entirety will result in a delay in scheduling.